

ASPIRA, INC. OF NEW JERSEY

ASPIRA CLUB CONSTITUTION

PREAMBLE

We, the members of the Aspira Club in _____ School do hereby recognize the problems of the Spanish-Speaking Community and in doing so form an Aspira Club at our school in order to tackle the problems. We will not let social discrimination keep us from fighting for higher education and higher standards of living.

Constitution and BY-LAWS

ARTICLE 1. Name and Purpose

Section A. The name of this club shall be Aspira Club. The letters AC may be officially used to designate the club.

Section B. The purposes for which this organization shall service are as follows:

1. To provide a basis for an integrated personality to develop a spirit of service, honesty, loyalty, brotherhood, reliability, and co-operativeness.
2. To motivate Puerto Rican and other Latino students to achieve higher educational standards for the betterment of our community.
3. To enhance our cultural values, heritage and background in the environment from which we are evolving.
4. To provide encouragement, opportunities and experience to develop originality, imagination, initiative, logic, and a wide variety of interests as a positive expression of one's self.
5. To protect and help the Puerto Rican and Latino students in their daily needs and problems at school by giving moral support in their daily endeavors.
6. To encourage democracy in school, home, and community life.
7. To provide wholesome individual and group recreation.

ARTICLE 2. Membership

Section A. Membership in this club shall be any school pupil actively enrolled at _____ School. A member may retain active membership continuously from intake through graduation of said school.

- A. Each member must read and understand the constitution.
- B. Each member must be committed to the goals and interest of ASPIRA, Inc. of New Jersey.
- C. Prior to initiation each student must assist three consecutive meetings of the AC.
- D. Each member must be an active participant of at least one standing committee.
- E. Each member must participate in the Educational and Leadership Development Programs of ASPIRA.

ARTICLE 3. Criteria for "Active Club Membership"

- A. If he or she is also a board or committee member, he or she must attend at least 3/4 of all board or committee meetings.
- B. Must pay up all dues within a reasonable time; reasonable time is to be defined by club treasurer.
- C. Any member who is not active in the AC or in any committee or programs and who is absent from 3 consecutive general meetings shall be notified immediately by the club secretary. If member does not respond within two weeks after notified, he or she shall be dismissed.
- D. All members must enroll and actively participate in ASPIRA's Educational/Career Counseling Programs. Active participation equals at least four (4) counseling sessions. This includes participation in an Educational/Career Seminar.

ARTICLE 4. Officers (The executive board)

Section A. The officers of the _____ School Aspira Club Consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Sergeant at Arms
6. Standing Committee Chairperson: (Consist of the following committees:
 - a. The Activities/Cultural Committee
 - b. The Fund-Raising Committee
 - c. The Recruitment Committee
7. Club Advisor

Section B. Officers shall be elected annually by a majority vote of the voting members before the end of the academic year. Exceptions to this section will be made only to AC with a one grade school.

ARTICLE 5. Meetings

Section A. Regular meetings shall be held at least twice every month during the academic year. Meeting time and place should be determined by the ASPIRA Club Facilitator and/or Advisor, who must be present at all meetings.

Section B. Special and emergency meetings may be called by the president, and/or requested by 1/4 of the members. The president shall call such meetings with the board present depending on the nature of the problem.

ARTICLE 6. Activities

Section A. Request for activities other than regularly scheduled meetings must be submitted to the Club Facilitator. Any one who intends to make arrangements for the club to hold any type of night activity must contact the Club Facilitator.

Section B. All members and guest attending an event must vacate the premises by the designated time, except when the officers and some of the members have to clean up. The club must have a club account. Funds for planned activities may be drawn from the club account. Accurate accounting of money collected must be kept, and a copy given to the Club Facilitator and ASPIRA's Programs Director. A financial report, along with expenses and receipts should be submitted by the club treasurer to the Club Facilitator.

ARTICLE 7. Duties of the Board Officers

1. President

- a. To preside at all meetings.
- b. Keep calm at all times.
- c. Is alert to ways of creating and maintaining interest in ASPIRA Inc. of New Jersey.
- d. Follows procedures for scheduling events.
- e. Have agenda for meeting before him or her and proceed in a business-like manner.
- f. Keep a list of committees on table while presiding.
- g. Extend every courtesy to the opponents of a motion, even though the motion is one that the presiding officer does not favor.
- h. Always appear at the room a few minutes before the meeting is to be called to order.
- i. Will call emergency meetings whenever necessary.
- j. Plan agenda for meetings with the club officers.

2. Vice-President

- a. The Vice-President shall assume and carry out the duties of the president in his or her absence. In the resignation or impeachment of the President, the Vice-President will become President and assume the duties of the office for the unexpired term.
- b. Assist the President in his or her duties.
- c. See that all committees are functioning properly and carrying out the work assigned to them.
- d. Is an ex-officio member to all committees.
- e. Shall secure reports from all committees.
- f. Helps to develop interest in membership in the ASPIRA Club.

3. Secretary

- a. Keep an accurate record of the sessions or the club meetings of the board.
- b. Prepare and read minutes at the club meetings.
- c. Send copy of complete agenda to the club facilitator.
- d. Keep records of attendance of all members of the club.
- e. Preserves all documents of the organization and have all written reports from the standing committees filed.
- f. Notifies all members of their club standing.

4. Treasurer

- a. Collects dues from club members.
- b. Keep accurate records of dues and funds.
- c. Submits a monthly report of the financial state of the club.
- d. Distributes money for specific programs to the executive board.
- e. Dues are to be deposited at a local bank approved by the club.

5. Sergeant-at-Arms

- a. To call attention when meeting is about to start.
- b. To quiet down the members when someone is speaking.

6. Committee Chairpersons

- a. Schedules and presides over meetings of his/her committees
- b. Report minutes of committee meetings at the general AC meetings.
- c. Provides written committee meeting minutes to the secretary.

ARTICLE 8. Amendments

Section A. Amendments to The Constitution and/or By-Laws may be proposed by any AC providing that the proposed amendment is approved by the County Student Advisory Board and that ASPIRA Student Advisory Board by a 2/3 vote of the body.

Section B. Copies of the Amendments, By-Laws and Constitution shall be submitted to all members, the Programs Directors, the Club Facilitator, and the members of the ASPIRA Student Advisory Board.

Section C. Only members of the Aspira Club can propose amendments to the constitution. All proposed will be reviewed by the executive board before presentation to a meeting.

Revised on March 21, 1992